Station Order 17-049: Air Circulation System Shut- Down Procedures

The instructions below and attached diagrams must be followed to successfully and safely turn off the internal circulating system in case of an emergency (i.e., a toxic leak or spill, fire, or any reason the system should be shut down for health or safety reasons).

In the east end of the basement hallway, by the stairway that leads directly outside, is room “B-02 Mechanical”. Just as you enter the room there is a large electrical board on the left wall (see diagram #1). It is divided into three sets of multiple panels with one or two levers on each panel.

Caution…only the switches that are listed should be turned off and all others left alone due to the possibility of EXPLOSION!

In the middle set of panels, second from the top, is the “Air Handling Unit AH-2” which has a red light, an on/off switch, and a reset button in a horizontal row. Turn the on/off switch to the off position. Do not touch the on/off lever to the right of the light/switch/reset button (see diagram #1).

To the right of this set of panels you will find three smaller beige electrical boxes (see diagram #2). On each one there is a black and red on/off handle. Turn each handle to the off position. NOTE: The fourth box to the right of the three also has a black and red on/off handle, however it does not need to be turned off.

ATTENTION: DO NOT TURN ANY OF THE SWITCHES YOU PREVIOUSLY TURNED OFF, BACK ON! YOU MUST CALL MECHANICAL DEPARTMENT TO HAVE THE SYSTEM TURNED BACK ON.